



## CALIFORNIA PRISON INDUSTRY AUTHORITY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

|                        |                                      |                                    |                        |
|------------------------|--------------------------------------|------------------------------------|------------------------|
| <b>DEPARTMENT:</b>     | CALIFORNIA PRISON INDUSTRY AUTHORITY | <b>RELEASE DATE:</b>               | Monday, March 30, 2009 |
| <b>POSITION TITLE:</b> | BRANCH MANAGER                       | <b>FINAL FILING DATE:</b>          | Monday, April 13, 2009 |
| <b>CEA LEVEL:</b>      | CEA 2                                | <b>EXTENDED FINAL FILING DATE:</b> |                        |
| <b>SALARY RANGE:</b>   | \$ 7,815.00 - \$ 8,616.00 / Month    | <b>BULLETIN ID:</b>                | 03242009_1             |

### POSITION DESCRIPTION

Under the general direction of the Assistant General Manager, Operations Division, this position functions as a program manager with statewide responsibility for managing and directing a group of related industrial operations and staff in numerous prisons throughout the State and the Central Office Headquarters. This includes all matters of policy related to the production of goods and services, personnel, budgeting, fiscal, and procurement. The Branch Manager is responsible for departmental procedures and policies unique to the various programs under the incumbent's purview (branch responsibility). The Branches include manufacturing and/or service enterprises that range from furniture products, metal products, fabric products, dairy products and bakery products to optical services, printing services, food and beverage packaging, and meat cutting services. Within each Branch, the scope of policy making includes the formulation and evaluation of production/performance standards, advising the Prison Industry Board on issues such as enterprise closure and expansion/development, representing CALPIA on custody and contractual matters, developing organizational strategies for various product lines, and independently representing CALPIA with control agencies.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

1. Demonstrated managerial experience providing policy direction and leadership on various production (manufacturing and/or service) programs.
2. Demonstrated experience with directly managing and providing oversight of a diverse operation which should include manufacturing and/or service programs.
3. Demonstrated experience developing and implementing methods and techniques to organize and direct the work of production programs and its staff, with successful results.
4. Demonstrated experience developing strategies based on comprehensive analyses of historic and forecasted data to improve performance of programs.
5. Demonstrated managerial/supervisory experience with personnel matters, fiscal responsibilities and procurement.
6. Demonstrated experience establishing and maintaining cooperative working relationships with all levels in various government and public organizations.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

*The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:*

A total of 3 Branch Manager positions.

The examination may consist of a review of each candidate's application/resume and Statement of Qualifications by a screening committee. The desirable qualifications listed on this announcement will be used as the evaluation criteria. It is important that each applicant provides specific information on how his/her experience, knowledge and abilities are applicable to the evaluation criteria. Candidates with the most desirable qualifications will have their applications submitted for further consideration and may or may not be scheduled for an interview. Interviews may not be conducted if the General Manager finds them unnecessary to make a selection.

**FILING INSTRUCTIONS**

Applicants that fail to submit a Statement of Qualifications will be disqualified. Applicants must address/give specific examples for each desirable qualification on their Statement of Qualifications. Applicants failing to address each desirable qualification will be eliminated from the exam process.

Applications must be postmarked by the final filing date. Faxed or electronically sent applications will not be accepted.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. No smaller than size 10 font.
- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualifications, please attach a copy of DD214 or other official discharge documents.
- The Statement of Qualifications should indicate your total years of experience (and civil service classification, if applicable) performing each of the desirable qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA PRISON INDUSTRY AUTHORITY, Human Resources - Examination Unit  
560 East Natoma Street, Folsom, CA 95630  
Cindy Brooks | 916 358-4301 | cbrooks@pia.ca.gov

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON INDUSTRY AUTHORITY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>